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ABSTRACT

This module is one in a series of thirteen specifically designed to help vocational educators develop the skills needed to function as resource persons to learners enrolled in field-centered competency-based teacher preparation programs. (These learners are persons with appropriate occupational experience and competence who are being prepared as teachers on an inservice basis.) The objective of this module is to help develop skill in enrolling an intern/student and maintaining his/her records in the VITAL-MIS, a management information system developed and used at Temple University. Contents include six learning experiences based on five enabling objectives. A list of outside resources which supplement those contained within the module is presented. Each learning experience contains some or all of the following materials: enabling objective: learning activity (activities), including information sheets, case studies, and self-checks with model answer (as feedback): and optional activity (activities). (YLB)

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ED192058

ESTABLISH AND MAINTAIN RECORDS IN THE VITAL MANAGEMENT INFORMATION SYSTEM

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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CE 026 541

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Contract 94-8011 (1977-1978)
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FORWARD

This module is one in a series specifically designed to help vocational educators develop the skills needed to function as Resource Persons to learners enrolled in field-centered competency-based teacher preparation programs. Experience has shown that certain of the modules are also useful in preparing prospective vocational supervisors and administrators since the skills upon which they focus are needed by all persons in vocational leadership positions.

Module content is based on current educational theory as such relates to the experiences of Resource Persons who have been serving on the staff of Program VITAL. The program was made operational at Temple University in the fall of 1973 and, therefore, the staff's experience base is quite broad.

Module format is as described in the *Module Development Handbook* (Quinn, et. al., 1977) which was developed at the National Center for Research In Vocational Education, The Ohio State University. This format was prescribed to be followed for modules centering on the professional development of vocational educators.

This effort was sponsored by the Pennsylvania Department of Education and appreciation is expressed to Dr. John Struck, Mr. Kenneth Swatt, and Dr. Carroll Curtis who, from their positions in the Department, obtained support for the effort. Appreciation is expressed to the many vocational educators who were involved in establishing the research base for the modules, writing the modules, or testing them.

Richard A. Adamsky
Project Director

INTRODUCTION

Due to the complexities involved with providing individualized programs for each learner in a competency-based education program, record-keeping could become an overwhelming task. To provide for a convenient method of record-keeping, management information systems (MIS) have been developed. One such management information system was developed and is used at Temple University (VITAL-MIS).

This module was developed to provide you with the skills to enroll an intern/student and maintain his/her records in the VITAL-MIS.

ABOUT THIS MODULE

Objectives:

Terminal Objective: In an actual program situation, establish and maintain records in the VITAL Management Information System.

Enabling Objectives:

1. After completing the required reading, demonstrate knowledge of and the rationale for using a management information system.
2. After completing the required reading, demonstrate knowledge of the terminology used in the VITAL-MIS and your ability to use the VITAL-MIS to determine appropriate codes.
3. Given case study information on four hypothetical interns/students, complete the necessary forms for enrolling an intern/student into the VITAL-MIS.
4. Given case study information on four hypothetical interns/students, update each intern's/student's records in the VITAL-MIS.
5. After completing the required reading, maintain a hypothetical intern's/student's records in the VITAL-MIS.

Prerequisites: NONE

Resources:

1. The major resource required for each of the module learning experiences is the VITAL-MIS Manual.
2. A supply of blank P, M, CS, CF, F and Header Forms.

LEARNING EXPERIENCE I

Enabling Objective		After completing the required reading, demonstrate knowledge of the advantages of, and the rationale for, using a management information system.
Activity		You will be reading the information sheet, Management Information Systems, pp. 4-5.
Activity		You will be reading the VITAL-MIS Manual Chapter One.
Optional Activity		You may wish to meet with a group of peers and/or Resource Persons to discuss management information systems.
Activity		You will be demonstrating knowledge of the advantages of, and rationale for, using a management information system by completing the Self-Check, page 5.
Feedback		You will be evaluating your knowledge of management information systems by comparing your answers on the Self-Check with the Model Answer, page 6.

Activity For information concerning Management Information Systems, read the Information Sheet below.

MANAGEMENT INFORMATION SYSTEMS

A management information system can be defined as an organized method of providing management with information needed for decision-making, at a time when it is needed and in a form which facilitates its use by the decision-maker.

Automatic Data Processing (ADP) is a term that has become fairly common in recent years. It was the development of ADP that gave rise to many of the management information systems that exist today. Prior to the development of automatic data processing equipment (e.g., the computer), it was necessary to compute, store, sort and retrieve all data files by hand. With ever-increasing numbers of individuals on whom data are collected and with ever-increasing amounts of data collected for each individual, this task consumed greater amounts of time and money.

Management information systems provide a quick, convenient and economical method for educational record-keeping. Therefore, the educational manager uses less energy keeping routine records and is now in a position to expend his/her energies on activities that are more closely related to the learning process.

For you, a Resource Person in a competency-based education (CBE) program, the need for the services of a management information system is even greater. Each student in a CBE program has a unique program. The educational experience selected, the times selected to start each experi-

ence, the progress through each experience and the completion time for each experience varies with each individual. To complete, store, sort and retrieve, by hand, the data in these files would cause the Resource Person to spend a disproportionate amount of time and energy on the task, of record-keeping and rob him/her of valuable time that should be spent helping individual learners.

Activity

The following item checks your comprehension of the material in the information sheet, Management Information Systems, pp. 4-5 and Chapter One of the VITAL-MIS Manual. The item requires a short essay-type response. Please respond fully, but briefly.

SELF-CHECK

Assume that your institution (e.g., school or university) is forced to reduce spending. The president of the institution suggests that the computerized management information system, which you currently use, is too costly and that you could and should be keeping your own records. Develop a rationale for the continued use of the existing computerized management information system.

Feedback

Compare your written response on the Self-Check with the Model Answer given below. Your response need not exactly duplicate the Model Answer; however, you should have covered the same major points.

MODEL ANSWER

You should have explained to the president -

- that keeping adequate data on each student is important to current and future educational planning; both for the individual and the organization.
- that providing data for educational managers, at the time it is needed and in a usable form, facilitates the decision-making process.
- that record-keeping, by hand, consumes time and resources that could be better used working with learners.
- that in a competency-based education program the record-keeping tasks are multiplied due to the complexities of CBE.
- that computerized management information systems provide a convenient, fast, accurate and economical means to compile, store, sort, and retrieve data.

LEVEL OF PERFORMANCE

Your completed Self-Check should have covered the same major points as the Model Answer. If you missed some points or have questions about any additional points you made, review the material in the information sheet, Management Information Systems, pp. 4-5 and Chapter One of the VITAL-MIS Manual, or check with your Resource Person, if necessary.

LEARNING EXPERIENCE II

Enabling Objective

After completing the required reading, demonstrate knowledge of the terminology used in the VITAL-MIS and your ability to use the VITAL-MIS Manual to determine appropriate codes.

Activity

You will be reading Chapters 1 through 3 and Appendices A, B, C, and D of the VITAL-MIS Manual.

Activity

You will be demonstrating your ability to use the VITAL-MIS Manual and your understanding of the terminology used in the VITAL-MIS by completing the Self-Check, pp. 8-11.

Feedback

You will be evaluating your competency in using the VITAL-MIS by comparing your answers on the Self-Check with the Model Answer, pp. 12-14.

Activity

For information regarding the VITAL-MIS, read Chapters 1 through 3 of the VITAL-MIS Manual. Review carefully the information in Appendices A, B, C, and D. It is not necessary for you to memorize all of the information contained in these sections. However, it is imperative that you be able to identify specific sections of the manual and obtain pertinent information from the manual.

Activity

The following Self-Check is designed to determine your understanding of the material found in Chapters 1 through 3 and Appendices A, B, C and D of the VITAL-MIS Manual. In addition it will assess your ability to use the manual to retrieve necessary information.

SELF-CHECK

PART I: COMPLETION

Complete each sentence by providing the information needed to fill in the blank(s).

Data is generated in the VITAL-MIS through the use of several different types of _____. It is, therefore, important for you as a Resource Person to know when and how to use each _____. Because

the information on each form must be read and keypunched by others, it is important that all information be _____. The Resource Person should, therefore, clearly _____ all information.

Personnel information is reported on a(an) ____ Form. The individual's name and address are personnel information and, therefore, should be reported on a(an) _____ Form. Transaction codes used on the P Form are _____, _____ and _____.

The M Form is used to enter information regarding an individual's _____ program. The transaction codes used on the M Form are _____, _____ and _____. To add modules to an individual's existing program, the _____ transaction code would be used.

All contacts with an individual in a field-based program are recorded on a(an) _____ Form. This includes an attempted contact when the intern is absent from his teaching assignment. To record such an attempted contact the Resource Person would record only the _____. Generally, however, most entries on the F Form would include the _____, _____, _____, _____ _____ and the _____ _____.

Course start information is recorded on a (an) _____ _____ Form. Course finish information reported on a(an) _____ _____ Form. To submit completed forms to Computer Operations, _____ Forms are used. Each type of form (i.e., P, M, CS, CF) must be submitted separately. A completed _____ Form must be the first page of each pack submitted.

At selected times during the semester, the VITAL-MIS will generate output referred to as _____. The three types of reports generated are the _____ report, the _____ report and the _____ directory. Information contained in Personnel Report was

obtained from the _____ Form and the _____ Form. Information contained in the Module Report was obtained from the _____ Form and the _____ Form. The Personnel Directory Report is produced in two formats; _____ and _____ by social security number.

Charlene Wilson is a Cosmetology teacher at Reading-Muhlenberg AVTS. After looking in Appendix _____ of the VITAL-MIS Manual, it was determined that her subject code is _____. Her school code, found in Appendix _____, is _____. She is a new VITAL intern, therefore, her P Form Transaction code would be _____ and her Type of Personnel code would be _____.

Bruce Brown has an existing VITAL-MIS file. However, it has been determined that the module "Develop Student Performance Objectives" should be added to his file. In order to accomplish this task, a(an) _____ Form would be used and the Transaction code would be _____. The module number to be added would be _____.

You, as a Field Resource Person, have just conducted a registration session with a group of seven of the interns you will serve. To record this contact you will use a(an) _____ Form for each intern. The Activity code would be _____. The Instructional Mode code would be _____ and the Achievement code would be _____.

Samuel Stern registered for three credits of Industrial Education 203. To record this transaction you would use a(an) _____ _____ Form. The Program code would be _____. The Course Number would be _____ and the Credits would be _____.

At the end of last semester, Ralph Lentz had not completed course IE 203 for 3 credits and received a grade of I. He now has completed all requirements and his grade has been changed to A. To record this transaction you would use a(an) _____ _____ Form.

PART II: MATCHING

The two columns below refer to activities and their F Form codes. You are to match the activity in the right-hand column with the appropriate code in the left-hand column. Place the identifying code in the blank that precedes each activity. Use each code only once.

	Activity	Codes
_____	Module Start Date	A
_____	Helping Conference	GI
_____	Council of Educators Complete	S
_____	Registration	GP
_____	Correct Module Start Date	CEC
_____	Group Inservice Activities	COH
_____	Simulation Activities	CSD
_____	Correct Module Completion Date	REG
_____	Group Preservice Activities	MSD
_____	Applied Activities	CCD

Feedback

Compare your written responses on the Self-Check with the Model Answer given below. Your responses should exactly match the response provided in the Model Answer.

MODEL ANSWER

PART I: COMPLETION

Data is generated in the VITAL-MIS through the use of several different types of FORMS. It is, therefore, important for you as a Resource Person to know when and how to use each FORM. Because the information on each form must be read and keypunched by others, it is important that all information be LEGIBLE. The Resource Person should, therefore, clearly PRINT all information.

Personnel information is reported on a P Form. The individual's name and address are personnel information and, therefore, should be reported on a P Form. Transaction codes tell the system the status of the information being coded. The three transaction codes used on the P Form are I, C and P.

The M Form is used to enter information regarding an individual's MODULE program. The transaction codes used on the M Form are I, A and D. To add modules to an individual's existing program, the A transaction code would be used.

All contacts with an individual in a field-based program are recorded on a (an) F Form. This includes an attempted contact when the intern is absent from his teaching assignment. To record such an attempted contact the Resource Person would record only the DATE. Generally, however, most entries on the F Form would include the DATE, ACTIVITY, MODULE, INSTRUCTIONAL MODE, and the ACHIEVEMENT MODE.

Course start information is recorded on a C S Form. Course finish information is reported on a C F Form. To submit completed forms to Computer Operations, HEADER Forms are used. Each type of form (i.e., P, M, CS, CF) must be submitted separately. A completed HEADER Form must be the first page of each pack submitted.

At selected times during the semester the VITAL-MIS will generate output referred to as REPORTS. The three types of reports generated are the PERSONNEL report, the MODULE report and the PERSONNEL directory. Information contained in the Personnel Report was obtained from the P Form and the M Form. Information contained in the Module Report was obtained from the M Form and the F Form. The Personnel Directory Report is produced in two formats; ALPHABETICALLY and SEQUENTIALLY by social security number.

Charlene Wilson is a Cosmetology teacher at Reading-Muhlenberg AVTS. After looking in Appendix C of the VITAL-MIS Manual, it was determined that her subject code is 2023. Her school code, found in Appendix B, is 0040. She is a new VITAL intern, therefore, her P Form Transaction code would be I and her Type of Personnel code would be 1.

Bruce Brown has an existing VITAL-MIS file. However, it has been determined that the module "Develop Student Performance Objectives" should be added to his file. In order to accomplish this task a(an) M Form would be used and the Transaction code would be A. The module number to be added would be B02.

You, as a Field Resource Person, have just conducted a registration session with a group of seven of the interns you will serve. To record this contact you will use a(an) F Form for each intern. The Activity code would be REG. The Instructional Mode code would be GI and the Achievement code would be A.

Samuel Stern registered for three credits of Industrial Education 203. To record this transaction you would use a C S Form. The Program code would be IE. The Course No. would be 203 and the Credits would be 03.

At the end of last semester, Ralph Lentz had not completed course IE 203 for 3 credits and received a grade of I. He now has completed all requirements and his grade has been changed to A. To record this transaction you would use a C F Form.

PART II: MATCHING

	Activity	Codes
MSD	Module Start Date	A
COH	Helping Conference	GI
CEC	Council of Educators Complete	S
REG	Registration	GP
CSD	Correct Module Start Date	CEC
GI	Group Inservice Activities	COH
S	Simulation Activities	CSD
CCD	Correct Module Completion Date	REG
GP	Group Preservice Activities	MSD
A	Applied Activities	CCD

LEVEL OF PERFORMANCE

Your Self-Check should be completed exactly like the Model Answer. If you missed some points, review the information in Chapters 1 through 3 and Appendices A, B, C, and D of the VITAL-MIS Manual, or check with your Resource Person.

LEARNING EXPERIENCE III

Enabling Objective		Given case study information on four hypothetical interns/students complete the necessary forms for entering each intern/student into the VITAL-MIS.
Activity		You will be reading the information sheet, Enrolling New Interns/Students into the VITAL-MIS, pp. 16-17.
Activity		You will be reading chapter four of the VITAL Management Information System Manual.
Activity		You will be reading the case study information for four hypothetical interns/students, pp. 18, 24, 31, 37, and completing the necessary forms to enter these new interns/students into the VITAL-MIS.
Feedback		You will be evaluating your competency in entering new interns/students into the VITAL-MIS by comparing your completed forms with the Model Forms, pp. 19-23, 26-30, 32-36, and 38-42.

Activity For information regarding Entering New Interns/Students into the VITAL-MIS, read the information sheet below.

ENTERING NEW INTERNS/STUDENTS

Providing for the record-keeping of interns/students is one of the first important tasks you will encounter as a Resource Person. The following steps are recommended for this procedure.

1. Conduct a conference with each intern/student to determine his/her needs and interests.
2. Obtain the necessary forms for each intern/student to determine
   a. Personnel Form (P)
   b. Module Form (M)
   c. Course Start Form (CS)
   d. Header Form
3. Complete the necessary forms.
4. Attach the Header Form to the batch data.
5. Submit the forms to computer operations.
6. Examine the computer output for inaccuracies.

Steps 1 through 3 are specific to entering new interns/students into the system and, therefore, they will be addressed in this learning experience. Steps 4 through 6 are more general and they will be addressed later.

The initial contact with the intern/student may be an individual conference or a group conference. It is suggested that the Resource Person call together, at a convenient location, all individuals new to the program whom he/she is serving (e.g., all individuals who have not previously been involved with the VITAL program). Such a session could facilitate the entering of a large group of interns/students at one time (e.g., at the beginning of each school year). For entering individuals at other times during the year, an individual conference is suggested.

The name of each intern/student should be checked against the Personnel Directory Report. If the individual's name appears on the personnel list, his/her file already exists and a new file should not be established. Copies of the Personnel Directory Report are available from the Program Director.

Activity

For each individual to be entered into the VITAL-MIS, it will be necessary to secure: 1 Personnel Form (P), 1 Module Form (M) and 1 Course Start Form (CS). For complete details regarding the completion of these forms, read the VITAL-MIS Manual, Chapter Four; P 4.1.1, M 4.2, CS 4.4.

Activity

The following case information represents the data gathered from four vocational educators to be entered into the VITAL-MIS. Review the information for each case study, then secure and complete the necessary forms

to enter the intern/student into the VITAL-MIS. You are the Field Resource Person (FRP) for each case. Again, use your VITAL-MIS Manual for reference.

Case I

Jack Jones is an in-service Trade and Industrial teacher of Welding at Bucks County AVTS; a VITAL intern. A review of his needs and interests has determined that the standard VITAL module program is appropriate for his needs. He graduated from high school in June of 1958 and will now enroll in course IE 203 for 6 credits. At this time he holds an Intern Certificate in Welding. The Intern certificate was issued on January 14, 1977. Jack's home address is 147 Lexington Avenue, Parkerford, PA 19122. His telephone number is 215-372-1175. Bruce Wilson, a teacher of Masonry at Bucks County AVTS, will serve as Jack's Resident Resource Person. Bruce's Social Security Number is 482-56-1129. Jack's Social Security Number is 123-45-6789.

Activity Secure and complete the necessary forms to enter Jack Jones into the VITAL-MIS.

Feedback

Compare your completed forms with the Model Forms that follow. A key explaining the correct completion of each form, precedes the Model Forms. Your forms must match exactly the completed Model Forms.

MODEL ANSWER (Case 1)

1. First, a check of the Personnel Directory indicated that Jack Jones has not previously been entered into the VITAL-MIS.
2. Therefore, the forms following should have been completed as shown.

P Form

- the Social Security Number of the student should be placed in blocks 3 through 11.
- since this is the initial P Form, the Transaction code is I.
- the Activity status code is A because Jack is currently active in the program.
- the Type of Personnel code is 1, since he is a VITAL intern.
- since Jack has not completed a college degree, HS is recorded in the Highest Degree area - this is followed by the appropriate data.
- 17 is the Service Area code to indicate Trade and Industrial.
- 482-56-1129 should be the recorded Social Security Number of Jack's Resident Resource Person.
- a check of the codes shows that 0290 is the school code for Jack's school and 2079 is the Subject Area code for Welding.
- because Jack currently holds an Intern Certificate, IN is the Certification code followed by the date 01/77 to indicate January 1977.

M Form

- the Social Security Number of the student is shown.
- listed in the remaining blocks are the numbers that correspond to the 30 modules in the standard VITAL module program-NOTE the placement of the 0 which is used to fill all three blocks.

CS Form

- the Social Security Number of the student is again shown.
- since Jack is a VITAL intern, the Type of Intern code is 1.
- the program identification letters and the course numbers are shown - NOTE the placement of the "holding" 0 in 03 credits.

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PERSONNEL DATA [P] (1)

Social Security No. 123-45-6789 (3, 6, 8)

Transaction [I] (12) — I=Inital Data, C=Change/Update, P=Purge Records

Change/Update Instructions:
Fill In Only That Information Which Requires Modification

(1) (2) Last Name: JONES (13) First Name: JACK (26) MI (36)

Entrance Date Mo. / Yr. (37) Current Date

Activity Status [A] (41) A=Active, I=Inactive

TYPE OF PERSONNEL: [1] (42)
1=Vital Intern
2=Preservice
3=Student Teach.
F=Field Resource Person
R=Resident Resource Person
S=Senior Teacher Educator

DEGREE:
Highest [HS] (43) — HS ME, BA DE, BS PH, MA RN
Date Mo. [06] / Yr. [58] (45)

SERVICE AREA: [17] (49)
01=Agriculture
04=Distributive Ed.
07=Health Occupations
09=Home Economics
14=Business + Office Occupat.
16=Technical
17=Trade + Industrial
99=Other

INTERN ONLY:
S.S. Of RRP: 482-56-1129 (51)

INTERN IGNORE:
Date Assigned As RRP/FRP/STE Mo. / Yr. (60)

STE IGNORE:
Your SS Number
S.S. Of Supervisor (64)

STE, FRP IGNORE:
School No. 0290 (73)
Subject Taught * 2079 (77)

(2) Address: 147 LEXINGTON AVENUE (13)
City: PARKERFORD (38)
State: PA (54)
Zip Code: 19122 (56)

Telephone ( ) (61) (64) - (67)

CERTIFICATION:
Highest [IN] (71)
IN=Intern
V1=Voc I
VR=Voc I Renewal
V2=Voc II
ME=Masters Equivalent
C1=Coordinator I
C2=Coordinator II
S1=Supervisor I
S2=Supervisor II
A1=Administrative I
A2=Administrative II
OT=Other

Date Mo. [01] / Yr. [77] (73, 75)

Subject * 2079 (77)

CA=Certificate Applied For (If Not To Be Certified Leave This Section Blank)

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* Note See Bureau Of Certification Code Numbers

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DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY PHILADELPHIA PA.

MODULE PROGRAM PLAN

M (1)

Social Security No. (3 - 6 - 8)

Transaction (12)

I=Inital Program
D=Drop Modules
A=Add Modules

Date (13 Month - 15 Day - 17 Year)

B01 (22)	B02 (26)	B03 (30)	B04 (34)	B05 (38)	B06 (42)	C02 (46)	C04 (50)
C06 (54)	C07 (58)	C08 (62)	C09 (66)	C10 (70)	C11 (74)	C12 (78)	
C13 (22)	C15 (26)	C16 (30)	C17 (34)	C21 (38)	C22 (42)	C23 (46)	C29 (50)
D01 (54)	D05 (58)	E05 (62)	E08 (66)	E09 (70)	G07 (74)	Z03 (78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	

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Intern _____ Completed By _____ Advisor _____ Date _____

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COURSE START: C S (1 2)

Social Security No.: 1 2 3 - 4 5 - 6 7 8 9 (3, 6, 8, 11)

TYPE OF INTERN (12): 1
1=Vital Intern
2=Preservice
3=Student Teacher

Intern Name: Jack Jones

Program	Course No.	Credits	Sem / Year	Comments
I E (16)	2 0 3	0 3	/ (25)	Current Semester and Year
(27)			/ (36)	
(38)			/ (47)	
			/ (58)	
(60)			/ (69)	
(71)			/ (80)	
(16)			/ (25)	
(27)			/ (36)	
(38)			/ (47)	
(49)			/ (58)	
(60)			/ (69)	
(71)			/ (80)	

AE=Adult Ed.
BE=Bus. Ed.
DE=Dist. Ed.
IE=Ind. Ed.
IA=Ind. Arts

001–999

01 TO 15

F=Fall
S=Spring
1=1st Summer
2=2nd Summer
3=3rd Summer

Case 2

Harold Smith has been teaching Printing at Central Chester County AVTS for three years. He has completed most of the requirements for a provisional teaching certificate (Voc. I) through attendance at university-based classes. He currently holds an Intern certificate dated March 15, 1975. He now wishes to complete the student teaching requirements of his program. You will serve as his University representative (his Field Resource Person) for this experience. He completed high school in June 1960.

A review of his needs and interests has determined that it would be appropriate for Harold to complete the following modules during his student teaching semester.

- Demonstrate a Manipulative Skill
- Introduce a Lesson
- Summarize a Lesson
- Employ Oral Questioning Techniques
- Prepare Bulletin Boards and Exhibits
- Determine Needs and Interests of Students
- Develop Student Performance Objectives
- Develop a Unit of Instruction
- Develop a Lesson Plan
- Select Student Instructional Materials
- Prepare Teacher-Made Instructional Materials
- Determine Student Grades

Harold will enroll in course IE 203 for 6 credits. His Social Security Number is 951-73-2292. Irvin Whitmer has been identified to serve as his Resident Resource Person. Irvin's Social Security Number is 727-48-7177.

Harold's home address is 427 Beech Lane, Coatesville, PA 17177. His home telephone number is 215-473-1121.

Activity Secure and complete the necessary forms to enter Harold into the VITAL-MIS.

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Feedback

Compare your completed forms with the Model Forms that follow. A key explaining the correct completion of each form, precedes the Model Forms. Your completed forms must match exactly the Model Forms.

Model Answer (Case 2)

1. First, a check of the Personnel Directory indicated that Harold Smith has not previously been entered into the VITAL-MIS.
2. Therefore, the forms following should have been completed as shown.

P Form

- in blocks 3 through 11 appears the Social Security Number of the student teacher.
- the Transaction code is I because this is an initial entry.
- the Activity status code is A because he is currently active in the program.
- the Type of Personnel code is 3 because Harold is a student teacher.
- HS is the code for Degree because he has completed high school only.
- 17 is the Service Area code to indicate Trade and Industrial.
- in blocks 51 through 59 appears the Social Security Number of his Resident Resource Person, Irvin Whitmer.
- a check of the codes shows that 0550 is the code for Central Chester County AVTS; it appears in blocks 73 through 76 and 2057 is the Subject code for Printing; it appears in blocks 77 through 80.

- because Harold currently holds an Intern Certificate, IN is the certification code followed by the date 03/75 to indicate March 1975.

M Form

- the Social Security Number of the student is shown.
- because this is the initial program, the Transaction code is I.
- listed in the remaining blocks are the numbers of the modules in Harold's program; all three blocks are used for each module.

CS Form

- the Social Security Number of the student is again shown.
- since he is a student teacher, the Type of Intern code is 3.
- the program identification letters and the course numbers are shown - NOTE the placement of the "holding" 0 in 06 credits.

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

Change/Update Instructions:
Fill In Only That Information
Which Requires Modification

PERSONNEL DATA: P (1)

Social Security No. (3): 851 - 73 - 2292 (6, 8)

Transaction (12): I
I=Inital Data
C=Change/Update
P=Purge Records

(1) Last Name (2, 13): SMITH
First Name (26): HAROLD
MI (36):

Entrance Date (Mo. / Yr.): Current Date

Activity Status (41): A
A=Active
I=Inactive

TYPE OF PERSONNEL (42): 3
1=Vital Intern
2=Preservice
3=Student Teach.
F=Field Resource Person
R=Resident Resource Person
S=Senior Teacher Educator

DEGREE:
Highest (43): HS
HS ME
BA DE
BS PH
MA RN
Date (Mo. / Yr.) (45): 06 / 60

SERVICE AREA (49): 17
01=Agriculture
04=Distributive Ed.
07=Health Occupations
09=Home Economics
14=Business + Office Occupat.
16=Technical
17=Trade + Industrial
99=Other

INTERN ONLY:
S.S. Of RRP (51): 727 - 48 - 7177

INTERN IGNORE:
Date Assigned As RRP/FRP/STE (60): Mo. / Yr.

STE IGNORE:
S.S. Of Supervisor (64): Your SS number

STE, FRP IGNORE:
School No. (73): 0550
Subject Taught * (77): 2057

(2) Address (2, 13): 427 BEECH LANE
City (38): COATESVILLE
State (54): PA
Zip Code (56): 17177

Telephone (61, 64, 67): (215) 473-1121

CERTIFICATION:
Highest (71): IN
IN=Intern
V1=Voc I
VR=Voc I Renewal
V2=Voc II
ME=Masters Equivalent
C1=Coordinator I
C2=Coordinator II
S1=Supervisor I
S2=Supervisor II
A1=Administrative I
A2=Administrative II
OT=Other
CA=Certificate Applied For (If Not To Be Certified Leave This Section Blank)

Date (Mo. / Yr.) (73, 75): 03 / 75

Subject * (77): 2057

* Note See Bureau Of Cerification Code Numbers

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DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY PHILADELPHIA PA.

Current Date

MODULE PROGRAM PLAN: M (1)

Social Security No.: 851-73-2292 (3, 6, 8)

Transaction: I (12) — I=Inital Program, D=Drop Modules, A=Add Modules

Date — Month (13) – Day (15) – Year (17)

C16 (22)	C10 (26)	C11 (30)	C12 (34)	C21 (38)	B01 (42)	B02 (46)	B03 (50)
B04 (54)	B05 (58)	B06 (62)	D05 (66)	(70)	(74)	(78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	

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DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

COURSE START: C S (1 2)

Social Security No.: 851 - 73 - 2292 (3 – 6 – 8 – 11)

TYPE OF INTERN (12): 3
1=Vital Intern
2=Preservice
3=Student Teacher

Intern Name _____

Program	Course No.	Credits	Sem / Year	Comments
IE (16)	203	06	/ (25)	Current Semester And Year
(27)			/ (36)	
(38)			/ (47)	
			/ (58)	
(60)			/ (69)	
(71)			/ (80)	
(16)			/ (25)	
(27)			/ (36)	
(38)			/ (47)	
(49)			/ (58)	
(60)			/ (69)	
(71)			/ (80)	

AE=Adult Ed.
BE=Bus. Ed.
DE=Dist. Ed.
IE=Ind. Ed.
IA=Ind. Arts

001–999

01
TO
15

F=Fall
S=Spring
1=1st Summer
2=2nd Summer
3=3rd Summer

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Case 3

A Business Education student teacher, Nancy Tucker, will be served by you. She will complete the Student Teaching requirements of her certification program at Phoenixville Area High School. Nancy graduated from high school in June of 1975. Her Social Security Number is 117-42-1121. She will enroll in course BE 203 for 3 credits and complete modules B2, B3, D1, D2, D3, and Develop a Lesson Plan.

Nancy's home address is 42 Briar Lane, Phoenixville, PA 17122. Her Resident Resource Person (Master Teacher) is Charlene Kline. Charlene's Social Security Number is 152-37-2242.

Activity Secure and complete the necessary forms to enter Nancy into the VITAL-MIS.

Feedback Compare your completed forms with the Model Forms that follow. A key explaining the correct completion of each form, precedes the Model Forms. Your forms must match exactly the Model Forms.

Model Answer (Case 3)

1. First, a review of the Personnel Directory indicated that Nancy Tucker has not previously been entered into the VITAL-MIS.
2. Therefore, the following forms should have been completed as shown.

P Form

- the Social Security Number of the student teacher is entered in blocks 3 through 11.
- since this is the initial entry, the Transaction code is I.
- the Activity Status code is A because she is currently active in the program.
- the Type of Personnel code is 3 because Nancy is a student teacher.
- since the highest degree is graduation from high school, HS is the code for Degree and followed by the appropriate date.
- the code for Business and Office Occupations (14) is recorded in the Service Area block.
- since Nancy does not currently hold a certificate, the entire certification block is blank.

M Form

- the Social Security Number of the student is shown.
- since this is the initial program, the Transaction code is I.
- the six modules in Nancy's program are then listed in the remaining blocks.

CS Form

- the Social Security Number of the student is again shown.
- since this is a student teacher the Type of Intern code is 3.
- the program identification letters and the course numbers are shown - NOTE the placement of the "holding" 0 in 03 credits.

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

Change/Update Instructions:
Fill In Only That Information
Which Requires Modification

PERSONNEL DATA [P] (1)

Social Security No. [1][1][7] - [4][2] - [1][1][2][1] (3, 6, 8)

Transaction [I] (12)
I=Inital Data
C=Change/Update
P=Purge Records

Last Name [1][T][U][C][K][E][R] (2, 13)

First Name [N][A][N][C][Y] (26)

MI (36)

Entrance Date Mo. / Yr. (37) Current Date

Activity Status [A] (41)
A=Active
I=Inactive

TYPE OF PERSONNEL: [3] (42)
1=Vital Intern
2=Preservice
3=Student Teach.
F=Field Resource Person
R=Resident Resource Person
S=Senior Teacher Educator

DEGREE:
Highest [H][S] (43)
HS ME BA DE BS PH MA RN
Date Mo. [0][6] / Yr. [7][5] (45)

SERVICE AREA: [1][4] (49)
01=Agriculture
04=Distributive Ed.
07=Health Occupations
09=Home Economics
14=Business + Office Occupat.
16=Technical
17=Trade + Industrial
99=Other

INTERN ONLY:
S.S. Of RRP [1][5][2] - [3][7] - [2][2][4][2] (51)

INTERN IGNORE:
Date Assigned As RRP/FRP/STE
Mo. / Yr. (60)

STE IGNORE:
Your SS Number
S.S. Of Supervisor [ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ] (64)

STE, FRP IGNORE:
School No. (73)
Subject Taught # (77)

Address Street [2] (2)
[4][2] [B][R][I][A][R] [L][A][N][E] (13)

City
[P][H][O][E][N][I][X][V][I][L][L][E] (38)

State [P][A] (54)

Zip Code [1][7][1][2][2] (56)

Telephone ( ) (61) (64) - (67)

CERTIFICATION:

Highest [ ] (71)
IN=Intern
V1=Voc I
VR=Voc I Renewal
V2=Voc II
ME=Masters Equivalent
C1=Coordinator I
C2=Coordinator II
S1=Supervisor I
S2=Supervisor II
A1=Administrative I
A2=Administrative II
OT=Other
CA=Certificate Applied For (If Not To Be Certified Leave This Section Blank)

Date Mo. / Yr. (73) (75)

Subject # (77)

Note See Bureau Of Certification Code Numbers

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42

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY PHILADELPHIA PA.

Current Date

MODULE PROGRAM PLAN

M (1)

Social Security No. 117-42-1121 (3, 6, 8)

Transaction

I (12)

I=Inital Program
D=Drop Modules
A=Add Modules

Date: Month (13) – Day (15) – Year (17)

B02 (22)	B03 (26)	D01 (30)	D02 (34)	D03 (38)	B04 (42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	

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DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

COURSE START: C S (1 2)

Social Security No.: 117 - 42 - 1121 (3 – 6 – 8 – 11)

TYPE OF INTERN: 2 (12)
1=Vital Intern
2=Preservice
3=Student Teacher

Intern Name _____

Program	Course No.	Credits	Sem / Year	Comments
BE (16)	203	03	/ (25)	Current Semester and Year
(27)			/ (36)	
(38)			/ (47)	
			/ (58)	
(60)			/ (69)	
(71)			/ (80)	
(16)			/ (25)	
(27)			/ (36)	
(38)			/ (47)	
(49)			/ (58)	
(60)			/ (69)	
(71)			/ (80)	

AE=Adult Ed.
BE=Bus. Ed.
DE=Dist. Ed.
IE=Ind. Ed.
IA=Ind. Arts

001–999

01 TO 15

F=Fall
S=Spring
1=1st Summer
2=2nd Summer
3=3rd Summer

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Case 4

Joyce Canton graduated from high school in June of 1976 and later completed a program of studies at a local culinary institute. She now wishes to enroll in a program of studies leading to a vocational teaching certificate in quantity foods. She has been accepted into an undergraduate degree program in Industrial Education and has been placed at the Carbon County AVTS.

You will serve as her Field Resource Person and Mr. Frank Baines will serve as her Resident Resource Person. Frank's Social Security Number is 377-41-7717.

Joyce will register for nine credits at the university this semester. History 21, English 10 and Ind. Ed. 203 for 3 credits each. In order to satisfy the requirements for I.E. 203 she will complete the following modules:

- Determine Needs and Interests of Students
- Develop Student Performance Objectives
- Develop a Unit of Instruction
- Develop a Lesson Plan
- Select Student Instructional Materials
- Prepare Teacher-Made Instructional Materials

Joyce's home address is 447 Lake Crest Drive, Jim Thorpe, PA 17324. Her telephone number is 717-362-1131. Her Social Security Number is 387-02-0131.

Activity Secure and complete the necessary forms to enter Joyce into the VITAL-MIS.

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Feedback

Compare your completed forms with the Model Forms that follow. A key explaining the correct completion of each form, precedes the Model Forms. Your forms must match exactly the Model Forms.

Model Answer (Case 4)

1. First, a check of the Personnel Directory indicated that Joyce Canton has not previously been entered into the VITAL-MIS.
2. Therefore, the forms following should have been completed as shown.

P Form

- in blocks 3 through 11 appears the Social Security Number of the student.
- since this is the initial form, the Transaction code is I.
- the Activity Status code is A because Joyce is currently active in the program.
- the Type of Personnel code is 2 because she is a pre-service student.
- since there is no code to indicate completion of the program at the culinary institute, HS is recorded as the Highest Degree.
- 17 is the Service Area code for Trade and Industrial.
- in blocks 51 through 59 appears the Social Security Number of her Resident Resource Person, Frank Baines.
- a check of the school codes indicates that 0470 is the code for Carbon County AVTS.
- 2059 is the subject code for Quantity Foods.

- since Joyce does not hold a teaching certificate, the entire Certification block is blank.

M Form

- the Social Security Number of the student is shown.
- since this is the initial program, the Transaction code is I.
- listed in the remaining blocks are the numbers which correspond to the modules in Joyce's program - NOTE that all three blocks are used for each module.

CS Form

- the Social Security Number of the student is shown.
- since she is a pre-service student, the Type of Intern code is 2.
- the program identification letters and the course numbers are shown - NOTE the History and the English courses are not recorded because they are not departmental courses and you will not serve the student during her efforts to complete these courses.

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

Change/Update Instructions:
Fill In Only That Information
Which Requires Modification

PERSONNEL DATA [P] (1)

Social Security No. [3][8][7] - [0][2] - [0][1][3][1] (3, 6, 8)

Transaction [I] (12)
I=Inital Data
C=Change/Update
P=Purge Records

Last Name [C][A][N][T][O][N] (2, 13)

First Name [J][O][Y][C][E] (26)

MI (36)

Entrance Date Mo. / Yr. (37)

Current Date

Activity Status [A] (41)
A=Active
I=Inactive

TYPE OF PERSONNEL: [2] (42)
1=Vital Intern
2=Preservice
3=Student Teach.
F=Field Resource Person
R=Resident Resource Person
S=Senior Teacher Educator

DEGREE:
Highest [H][S] (43)
HS ME BA DE BS PH MA RN
Date Mo. [0][6] / Yr. [7][6] (45)

SERVICE AREA: [1][7] (49)
01=Agriculture
04=Distributive Ed.
07=Health Occupations
09=Home Economics
14=Business + Office Occupat.
16=Technical
17=Trade + Industrial
99=Other

INTERN ONLY:
S.S. Of RRP [3][7][7] - [4][1] - [7][7][1][7] (51)

INTERN IGNORE:
Date Assigned As RRP/FRP/STE
Mo. / Yr. (60)

STE IGNORE:
S.S. Of Supervisor ___ - ___ - ____ (64)
Your SS number

STE, FRP IGNORE:
School No. [0][4][7][0] (73)
Subject Taught * [2][0][5][9] (77)

Address [4][4][7] [L][A][K][E] [C][R][E][S][T] [D][R][I][V][E] (2, 13)

City [J][I][M] [T][H][O][R][P][E] (38)

State [P][A] (54)

Zip Code [1][7][3][2][4] (56)

Telephone ([7][1][7]) [3][6][2] - [1][1][3][1] (61, 64, 67)

CERTIFICATION:
Highest [ ][ ] (71)
IN=Intern
V1=Voc I
VR=Voc I Renewal
V2=Voc II
ME=Masters Equivalent
C1=Coordinator I
C2=Coordinator II
S1=Supervisor I
S2=Supervisor II
A1=Administrative I
A2=Administrative II
OT=Other
CA=Certificate Applied For (If Not To Be Certified Leave This Section Blank)

Date Mo. / Yr. (73, 75)

Subject * (77)

* Note See Bureau Of Cerification Code Numbers

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY PHILADELPHIA PA.

MODULE PROGRAM PLAN

M
1

Social Security No.

387-02-0131
3 6 8

Transaction

I
12

I=Inital Program
D=Drop Modules
A=Add Modules

Date

Month Day Year
13 15 17

Current Date

B01 22	B02 26	B03 30	B04 34	B05 38	B06 42	46	50
54	58	62	66	70	74	78	
22	26	30	34	38	42	46	50
54	58	62	66	70	74	78	
22	26	30	34	38	42	46	50
54	58	62	66	70	74	78	
22	26	30	34	38	42	46	50
54	58	62	66	70	74	78	
22	26	30	34	38	42	46	50
54	58	62	66	70	74	78	

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51

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DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

COURSE START: C S (1 2)

Social Security No.: 387 - 02 - 0131 (3 – 6 – 8 – 11)

TYPE OF INTERN (12): 2
1=Vital Intern
2=Preservice
3=Student Teacher

Intern Name _____

Program	Course No.	Credits	Sem / Year	Comments
IE (16)	203	03	/ (25)	Current Semester and Date
(27)			/ (36)	
(38)			/ (47)	
			/ (58)	
(60)			/ (69)	
(71)			/ (80)	
(16)			/ (25)	
(27)			/ (36)	
(38)			/ (47)	
(49)			/ (58)	
(60)			/ (69)	
(71)			/ (80)	

AE=Adult Ed.
BE=Bus. Ed.
DE=Dist. Ed.
IE=Ind. Ed.
IA=Ind. Arts

001–999

01 TO 15

F=Fall
S=Spring
1=1st Summer
2=2nd Summer
3=3rd Summer

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LEVEL OF PERFORMANCE

Your forms must be completed exactly as the forms provided in the Model Answer. If you missed some points or have questions about any additional points, review the material in the information sheet and the reference manual, or check with your resource person.

Optional Activity ⇨ You may wish to have your resource person provide you with additional case information and forms for you to continue your skill development.

LEARNING EXPERIENCE IV

Enabling Objective		Given case study information on three hypothetical interns/students, update each intern's/student's records in the VITAL-MIS.
Activity		You will be reading the information sheet, Updating Intern/Student Records in the VITAL-MIS, pp. 45-46.
Activity		You will be reading Chapter Four of the VITAL-MIS Manual.
Activity		You will be reading case study information for each of the three hypothetical interns/students, pp. 47-48, 52-53, and 58 and completing the necessary forms to update each intern's/student's records in the VITAL-MIS.
Feedback		You will be evaluating your competency in updating intern's/student's records in the VITAL-MIS by comparing your completed forms with the Model Forms, pp. 49-51, 54-57, and 59-64.

Activity For information regarding updating intern's/student's records in the VITAL-MIS, read the information sheet below.

UPDATING INTERN/STUDENT RECORDS IN THE VITAL-MIS

In order to provide accurate information regarding the current status and progress of an intern/student, periodic checks of record accuracy must be made. Inaccuracies identified during these checks must be corrected promptly. The following steps are recommended for this procedure:

1. Conduct a conference with each intern/student to determine the accuracy of his/her records.
2. Obtain the necessary forms for each intern/student:
   - A. P Form - Personnel Data
   - B. M Form - Module Program Data
   - C. CS Form - Course Start Data
   - D. CF Form - Course Finish Data
   - E. FR Form - Intern Activity Data (Field Report)
   - F. Header Form - Batch Submittal
3. Complete necessary sections of each form.
4. Attach the Header Form to Batch Data.
5. Submit the forms to computer operations.
6. Examine the computer output for inaccuracies.

Steps 1 through 3 are specific to updating the records of interns/students already entered in the VITAL-MIS and therefore, they will be addressed in this learning experience. Steps 4 through 6 are more general procedures and will be addressed later.

Periodic confirmation of the data included in an intern's/student's VITAL-MIS record can be accomplished through individual conferences or through a group conference. It is suggested that the Resource Person call together, at a convenient location, all individuals who are involved in Program VITAL. Such a session could facilitate the confirmation and updating of the records of a large group of interns/students at one time, (e.g., at the beginning of each school year). For confirming and updating individual records at other times during the school year, an individual conference is suggested.

It will be necessary to provide a sufficient number of Personnel Forms (P), Module Program Forms (M), Course Start Forms (CS), Course Finish Forms (CF), and Field Report Forms (FR) to meet your anticipated needs.

Carefully review each piece of data on the Personnel Report and the Module Report with the respective intern/student to determine its accuracy. Remember when completing the forms to update records, you need only complete the Social Security Number, the Transaction code and the sections of the form in which a discrepancy exists.

Activity

For complete details regarding the completion of the necessary forms, read the VITAL-MIS Manual Chapter Five; P 5.1.1, M 5.1.2.1, FR 5.1.3, CS 5.1.4, CF 5.1.5.

Activity

The following case information represents the errors identified in the records of three vocational educators during a recent conference. Review the information for each case, then secure and complete the necessary form(s) to update the intern's/student's records in the VITAL-MIS. You are the Field Resource Person (FRP) for each case. Again, use your VITAL-MIS Manual for reference.

Case 1

Sam Stevens has changed schools since the last update of his records. He is currently teaching at Berks County AVTS, East. His module report does not indicate the completion of modules B3, D1, or "Conduct on Open House." He has shown evidence that he completed B3 on December 3, 1977, D1 on October 14, 1977, and Conduct on Open House on March 14, 1977. In addition, an incorrect module start date for module D1 is recorded. The correct D1 module start date is January 14, 1977. Further, an incorrect module finish date for module D5 is recorded. The correct D5 module finish date is February 12, 1978.

Activity

Secure and complete the necessary forms to update Sam's records in the VITAL-MIS.

PROJECT VITAL
DATE OF RUN 02/14

DEPARTMENT OF INDUSTRIAL EDUCATION
COLLEGE OF EDUCATION
TEMPLE UNIVERSITY
SEMESTER SPRING

REPORT OF ALL MODULES FOR ACTIVE INTERNS
BY FRP NAME

INTERN NAME AND ADDRESS	SOC. SEC. NO.	SCHOOL	FIELD RESOURCE PERSON	SOC. SEC. NO.
STEVENS, SAMUEL LAYTON RD, RD = 1 OLYPHANT PA 18447	139-27-4420	1007 LACKAWANNA CO AVTS-NO	WALKER, JR. THOMAS J.	166-36-5015

	MODULES	START DATE	COMPL DATE	INSTR MODE	ACHIEV LEVEL AVG MODE
B01	DETERMINE NEEDS AND INTERESTS OF STUDENTS	3/76	5/76	IN-INSRV	APPL
B03	PLAN A UNIT OF INSTRUCTION	10/75	11/75	IN-INSRV	APPL
B04	WRITE A LESSON PLAN	12/75	12/75	IN-INSRV	APPL
B05	SELECT AND OBTAIN STUDENT INSTRUCTIONAL MATERIALS	0/76	76	IN-INSRV	APPL
B06	PREPARE TEACHER MADE INSTRUCTIONAL MATERIALS	12/75	3/75	IN-INSRV	APPL
C04	DIRECT STUDENTS IN INSTRUCTING OTHER STUDENTS	4/76	4/76	IN-INSRV	APPL
C06	DIRECT STUDENT STUDY	12/76		IN-INSRV	
C09	DIRECT THE PROJECT METHOD	10/75	11/75	IN-INSRV	APPL
C10	INTRODUCE A LESSON	10/75	11/75	IN-INSRV	APPL
C11	SUMMARIZE A LESSON	11/75	11/75	IN-INSRV	APPL
C12	EMPLOY ORAL QUESTIONING TECHNIQUES	11/75	11/75	IN-INSRV	APPL
C13	EMPLOY REINFORCEMENT TECHNIQUES	11/75	11/75	IN-INSRV	APPL
C15	PRESENT INFORM THROUGH AN ILLUSTRATED TALK	11/75	11/75	IN-INSRV	APPL
C16	DEMONSTRATE A MANIPULATIVE SKILL	1/76	3/76	IN-INSRV	APPL
C17	DEMONSTRATE A CONCEPT OR PRINCIPLE	11/75	11/75	IN-INSRV	APPL
C21	ILLUSTRATE WITH BULLETIN BOARDS AND EXHIBITS	0/76	76	IN-INSRV	APPL
C22	ILLUSTRATE WITH MODELS REAL OBJECTS AND FLANNEL BOARDS	12/76		IN-INSRV	
C23	PRESENT INFORMATION WITH OVERHEAD AND OPAQUE MATERIALS	11/75	11/75	IN-INSRV	APPL
C24	PRESENT INFORMATION WITH FILMSTRIPS AND SLIDES	3/76	4/76	IN-INSRV	
C25	PRESENT INFORMATION WITH FILMS	11/75	11/75	IN-INSRV	APPL
C29	PRESENT INFORMATION WITH CHALKBOARD AND FLIP CHART	4/76			
D01	EST CRITERIA FOR STUD PERFORMANCE IN A VOC ED PROG	3/76	4/76	IN-INSRV	
D05	DETERMINE STUDENT GRADES IN A VOC PROG	11/75	12/75	IN-INSRV	APPL
E05	PROVIDE FOR THE SAFETY NEEDS OF VOC STUD	11/75	12/75	IN-INSRV	APPL
E06	PROVIDE FOR THE FIRST AID NEEDS OF VOC STUD	10/76	11/76	IN-INSRV	APPL
E08	MANAGE EQUIPMENT AND SUPPLIES IN VOC LAB	10/76	11/76	IN-INSRV	APPL
E09	ORGANIZE AND MAINTAIN THE VOCATIONAL LABORATORY				
G07	CONDUCT AN OPEN HOUSE				
I03	EST+MAINTAIN PERSONAL PROF PHILOSOPHY + ETHICAL STANDARD	2/76	4/76	IN-INSRV	APPL
X01	PREVIOUS B01 NO LONGER EXISTS				

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Feedback

Compare your completed forms with the Model Forms that follow. A key explaining the correct completion of each form, precedes the Model Forms. Your forms must match exactly the Model Forms.

MODEL ANSWER (Case 1)

1. First, since Sam's school is recorded in the personnel section, a P Form is required for the change.
2. Second, to update the records to indicate the completion of the additional modules and correct the module start/finish data, an F Form is required.
3. Only a P Form and an F Form should be completed. They should be completed exactly as the Model Forms which follow.

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

Change/Update Instructions:
Fill In Only That Information Which Requires Modification

PERSONNEL DATA [P] (1)

Social Security No. [1][3][9] - [2][7] - [4][4][2][0] (3, 6, 8)

Transaction [C] (12)
I=Inital Data
C=Change/Update
P=Purge Records

Last Name (2, 13) | First Name (26) | MI (36)

Entrance Date Mo. / Yr. (37)

Activity Status (41)
A=Active
I=Inactive

TYPE OF PERSONNEL: (42)
1=Vital Intern
2=Preservice
3=Student Teach.
F=Field Resource Person
R=Resident Resource Person
S=Senior Teacher Educator

DEGREE:
Highest (43)
HS ME
BA DE
BS PH
MA RN
Date Mo. / Yr. (45)

SERVICE AREA: (49)
01=Agriculture
04=Distributive Ed.
07=Health Occupations
09=Home Economics
14=Business + Office Occupat.
16=Technical
17=Trade + Industrial
99=Other

INTERN ONLY:
S.S. Of RRP (51)

INTERN IGNORE:
Date Assigned As RRP/FRP/STE
Mo. / Yr. (60)

STE IGNORE:
S.S. Of Supervisor (64)

STE, FRP IGNORE:
School No. [0][0][2][0] (73)
Subject Taught * [2][0][1][7] (77)

Address (2, 13) Street
City (38)
State (54)
Zip Code (56)

Telephone ( ) (61) (64) - (67)

CERTIFICATION:
Highest (71)
IN=Intern
V1=Voc I
VR=Voc I Renewal
V2=Voc II
ME=Masters Equivalent
C1=Coordinator I
C2=Coordinator II
S1=Supervisor I
S2=Supervisor II
A1=Administrative I
A2=Administrative II
OT=Other
CA=Certificate Applied For (If Not To Be Certified Leave This Section Blank)

Date Mo. / Yr. (73, 75)

Subject * (77)

* Note See Bureau Of Cerification Code Numbers

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DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

FIELD REPORT

F

1

Sam Stevens
INTERN

Social Security No. 139-27-4420 (3–11)

School No. 0020 (13–16)

FRP (18–26)

Month	Day	Year	Activity	Module	Ins. Mod	Ach	Level	Comments
12	03	77	MCD	B03	II	A	. (44)	
10	14	77	MCD	D01	II	A	. (62)	
03	14	77	MCD	G07	II	A	. (80)	
64								
01	14	77	CSD	D01	II	A	. (44)	
28								
02	12	78	CCD	D05	II	A	. (62)	
46								
							. (80)	
							. (44)	
28								
46							. (62)	
							.	
64								
							. (44)	
28								
46							. (62)	
							. (80)	
64								

REG=Registration
MSD=Mod-Start Date
COH=Helping Conf
CSD=Correct MSD
CCD=Correct MCD
CEC=Recom for Certif
CER=Recom for R. WK.
MCD=Mod-Comp. Date

A-U

01-99

GP=Group Preservice
GI=Group Inservice
IP=Indiv. Preservice
II=Indiv. Inservice

S=Simulation
A=Application

If MCD then all above must be Completed and ACH.=Application

Case 2

Since the last update of her file, Sally Gill has moved. Her new address is 147 Plow Avenue, Philadelphia, PA 19777. She also has a new telephone number; (215) MU7-1127.

Sally started the course IE 203 for 3 credits on September 16, 1977, and completed it on December 15, 1977. She received a grade of A.

Activity Secure and complete the necessary forms to update Sally's records in the VITAL-MIS.

PROJECT VITAL
DATE OF RUN 02/14

DEPARTMENT OF INDUSTRIAL EDUCATION
DIVISION OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY, PHILADELPHIA, PA
SEMESTER SPRING

PERSONNEL REPORT

FRP YOU

WALKER, JR. THOMAS J 166-36-5015 FRP ACTIVE 09/74 99-OTHER
1614 ADAMS AVE
DUNMORE PA18509

STE	TRAINED	DEGREE	CERTIFICATION
146-24-0912	06/74	ME-06/73	- / -

ARNOLD, KIRK C 059-38-0224 INT1 ACTIVE 09/76 17-TRADE + INDUSTRIAL SCHOOL 0970
BOX 36 2007-AUTOMOTIVE MECHANICS ABINGTON HEIGHTS SHS
FLEETVILLE PA18420
717-222-4672

FRP	RRP	DEGREE	CERTIFICATION	COURSE	CREDITS	TRANSACTION	GRADE	STATE DATE	FINISH DATE
166-36-5015	- -	BS-06/69	IN-09/76-2007	IE101	3	INITIAL	A	FALL 76	FALL 76
				IE107	3	INITIAL	A	FALL 76	FALL 76

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GILL SALLY 147-23-1129 INT1 ACTIVE 09/76 17-TRADE + INDUSTRIAL SCHOOL 0970
5 MARGARET AVENUE 2057-GRAPHIC ARTS, PRINTING ABINGTON HEIGHTS SHS
ARCHBALD PA18403
717-876-1645

FRP	RRP	DEGREE	CERTIFICATION	COURSE	CREDITS	TRANSACTION	GRADE	STATE DATE	FINISH DATE
166-36-5015	- -	BS-06/64	IN-09/76-2057	IE102	3	INITIAL	A	FALL 76	FALL 76
				IE 108	3	INITIAL	I	FALL 76	FALL 76

VACHINO, JOHN T 219-34-1713 INT1 ACTIVE 09/76 17-TRADE + INDUSTRIAL SCHOOL 0970
607 CENTER STREET 2054-MASONARY ABINGTON HEIGHTS SHS
TAYLOR PA18517
717-562-3106

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FRP	RRP	DEGREE	CERTIFICATION	COURSE	CREDITS	TRANSACTION	GRADE	STATE DATE	FINISH DATE
166-36-5015	- -	BS-06/60	IN-09/76-2054	IE101	3	INITIAL	A	FALL 76	FALL 76
				IE107	3	INITIAL	A	FALL 76	FALL 76
				IE102	3			SPRG 77	
				IE108	3			SPRG 77	

Feedback Compare your completed forms with the Model Forms that follow. A key explaining the correct completion of each form, precedes the Model Forms. Your forms must match exactly the Model Forms.

MODEL ANSWER (Case 2)

1. First, since Sally's home address and telephone number have changed, a P Form is required.
2. Second, to record the start and finish of the IE 203 course, a CS and a CF Form are required.
3. Only a P Form, a CS Form and a CF Form should be used. They must be completed exactly as the Model Forms which follow.

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

Change/Update Instructions:
Fill In Only That Information
Which Requires Modification

PERSONNEL DATA [P] (1)

Social Security No. (3) [1 4 7] - (6) [2 3] - (8) [1 1 2 9]

Transaction (12) [C]
I=Inital Data
C=Change/Update
P=Purge Records

(2) [1] Last Name (13) | First Name (26) | MI (36)

Entrance Date (37) Mo. / Yr.

Activity Status (41)
A=Active
I=Inactive

TYPE OF PERSONNEL: (42)
1=Vital Intern
2=Preservice
3=Student Teach.
F=Field Resource Person
R=Resident Resource Person
S=Senior Teacher Educator

DEGREE:
Highest (43)
HS ME
BA DE
BS PH
MA RN

Date (45) Mo. / Yr.

SERVICE AREA: (49)
01=Agriculture
04=Distributive Ed.
07=Health Occupations
09=Home Economics
14=Business + Office Occupat.
16=Technical
17=Trade + Industrial
99=Other

INTERN ONLY:
S.S. Of RRP (51) ___ - ___ - ____

INTERN IGNORE:
Date Assigned As RRP/FRP/STE (60) Mo. / Yr.

STE IGNORE:
S.S. Of Supervisor (64) ___ - ___ - ____

STE, FRP IGNORE:
School No. (73)
Subject Taught * (77)

(2) [2] Address (13) Street: [1 4 7 P L O W A V E N U E]

City (38): [P H I L A D E L P H I A]

State (54): [P A]

Zip Code (56): [1 9 1 2 7]

Telephone (61) ([2 1 5]) (64) [M U 7] - (67) [1 1 2 7]

CERTIFICATION:
Highest (71)
IN=Intern
V1=Voc I
VR=Voc I Renewal
V2=Voc II
ME=Masters Equivalent
C1=Coordinator I
C2=Coordinator II
S1=Supervisor I
S2=Supervisor II
A1=Administrative I
A2=Administrative II
OT=Other

Date (73) Mo. / Yr. (75)

Subject * (77)

CA=Certificate Applied For (If Not To Be Certified Leave This Section Blank)

* Note See Bureau Of Certification Code Number

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DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

COURSE START: C S (1 2)

Social Security No.: 147 - 23 - 1129 (3 – 6 – 8 – 11)

TYPE OF INTERN: 1 (12)
1=Vital Intern
2=Preservice
3=Student Teacher

Intern Name: Sally Gill

Program	Course No.	Credits	Sem	/	Year	Comments
IE (16)	203	03	F	/	77 (25)	
(27)				/	(36)	
(38)				/	(47)	
				/	(58)	
(60)				/	(69)	
(71)				/	(80)	
(16)				/	(25)	
(27)				/	(36)	
(38)				/	(47)	
(49)				/	(58)	
(60)				/	(69)	
(71)				/	(80)	

AE=Adult Ed.
BE=Bus. Ed.
DE=Dist. Ed.
IE=Ind. Ed.
IA=Ind. Arts

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F=Fall
S=Spring
1=1st Summer
2=2nd Summer
3=3rd Summer

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DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

COURSE FINISH: C F (1 2)

Social Security No.: 147 - 23 - 1129 (3, 6, 8, 11)

Intern Name: _____

Program	Course No.	Credits	Course Trans-action	Grade	Sem / Year	Comments
IE (17)	203	03	I	A	F / 77 (28)	
(30)					/ (41)	
(43)					/ (54)	
(56)					/ (67)	
(69)					/ (80)	
(17)					/ (28)	
(30)					/ (41)	
(43)					/ (54)	
(56)					/ (67)	
(69)					/ (80)	
(17)					/ (28)	
(30)					/ (41)	
(43)					/ (54)	

AE=Adult Ed.
BE=Bus. Ed.
DE=Dist. Ed.
IE=Ind. Ed.
IA=Ind. Arts

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01 TO 15

I=Inital Grade
C=Change Grade
D=Drop Course

(A-D)
P=Pass
F=Fail
R=Registered
I=Incomplete
W=Withdrawal

F=Fall
S=Spring
1=1st Summer
2=2nd Summer
3=3rd Summer

Case 3

No computer output (reports) are available for Jane C. Ludsick. A check of the Personnel Directory Report indicated that her file has not previously been established. She completed high school in June 1965. Jane currently is an inservice Trade and Industrial teacher of Cosmetology at Wilkes-Barre AVTS. She is enrolled in the VITAL program and holds an Intern Certificate dated January 3, 1977.

On September 1, 1977, Jane enrolled in IE 203 for 3 credits and completed it on December 15, 1977. She received a grade of A. She enrolled in IE 203 for 6 credits on January 14, 1978. On February 15, 1978, she entered the hospital and, to date, she has not been able to complete the course requirements. She plans to continue working on her program this semester.

Jane is working on the standard VITAL module program and has completed the following modules:

B1 on September 19, 1977

B2 on September 19, 1977

B3 on October 4, 1977

B4 on November 11, 1977

Conduct on Open House on November 14, 1977

Determine Student Grades on November 21, 1977

Jane's home address is 142 Spruce Street, Mountain Top, PA 17143. Her telephone number is 717-644-2017. Her Social Security Number is 767-32-4429. The Social Security Number of her assigned Resident Resource Person is 327-15-2297.

Activity Secure and complete the necessary forms to update Jane's records in the VITAL-MIS.

Feedback

Compare your completed forms with the Model Forms that follow. A key explaining the correct completion of each form, precedes the Model Forms. Your forms must match exactly the Model Forms.

MODEL ANSWER (Case 3)

1. First, since there is no computer output for Jane and since her name does not appear on the Personnel Directory Report, it is assumed that she has not been entered into the VITAL-MIS.
2. Therefore, an initial P, M, and CS Form need to be completed.
3. In addition, to reflect the current status of her program, it will be necessary to complete a CF and an FR Form.
4. These forms should be completed exactly as the Model Forms which follow.

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

Change/Update Instructions:
Fill In Only That Information
Which Requires Modification

PERSONNEL DATA [P] (1)

Social Security No. [7][6][7] - [3][2] - [4][ ][2][9] (3, 6, 8)

Transaction [I] (12)
I=Inital Data
C=Change/Update
P=Purge Records

Last Name [L][U][D][S][I][C][K] (2, 13)

First Name [J][A][N][E] (26)

MI (36)

Entrance Date Mo. [0][9] / Yr. [7][7] (37)

Activity Status [A] (41)
A=Active
I=Inactive

TYPE OF PERSONNEL: [1] (42)
1=Vital Intern
2=Preservice
3=Student Teach.
F=Field Resource Person
R=Resident Resource Person
S=Senior Teacher Educator

DEGREE:
Highest [M][S] (43)
HS ME
BA DE
BS PH
MA RN
Date Mo. [0][6] / Yr. [6][5] (45)

SERVICE AREA: [1][7] (49)
01=Agriculture
04=Distributive Ed.
07=Health Occupations
09=Home Economics
14=Business + Office Occupat.
16=Technical
17=Trade + Industrial
99=Other

INTERN ONLY:
S.S. Of RRP [3][2][7] - [1][5] - [2][2][9][7] (51)

INTERN IGNORE:
Date Assigned As RRP/FRP/STE
Mo. [ ][ ] / Yr. [ ][ ] (60)

STE IGNORE:
S.S. Of Supervisor [ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ] (64)
Your SS #

STE, FRP IGNORE:
School No. [1][8][3][5] (73)
Subject Taught * [2][0][2][3] (77)

Address Street [1][4][2] [S][P][R][U][C][E] [S][T][R][E][E][T] (2, 13)

City [M][O][U][N][T][A][I][N] [T][O][P] (38)

State [P][A] (54)

Zip Code [1][7][1][4][3] (56)

Telephone ([7][1][7]) [6][4][4] - [2][0][1][7] (61, 64, 67)

CERTIFICATION:

Highest [I][N] (71)
IN=Intern
V1=Voc I
VR=Voc I Renewal
V2=Voc II
ME=Masters Equivalent
C1=Coordinator I
C2=Coordinator II
S1=Supervisor I
S2=Supervisor II
A1=Administrative I
A2=Administrative II
OT=Other
CA=Certificate Applied For (If Not To Be Certified Leave This Section Blank)

Date Mo. [0][1] / Yr. [7][7] (73, 75)

Subject * [2][0][2][3] (77)

* Note See Bureau Of Certification Code Numbers

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DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY PHILADELPHIA PA.

MODULE PROGRAM PLAN: M (1)

Social Security No.: 767-32-4429 (3, 6, 8)

Transaction: I (12) — I=Inital Program, D=Drop Modules, A=Add Modules

Date — Month (13) - Day (15) - Year (17): Current Date

B01 (22)	B02 (26)	B03 (30)	B04 (34)	B05 (38)	B06 (42)	C02 (46)	C04 (50)
C06 (54)	C07 (58)	C08 (62)	C09 (66)	C10 (70)	C11 (74)	C12 (78)	
C13 (22)	C15 (26)	C16 (30)	C17 (34)	C21 (38)	C22 (42)	C23 (46)	C29 (50)
D01 (54)	D05 (58)	E05 (62)	E08 (66)	E09 (70)	G07 (74)	I03 (78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	
(22)	(26)	(30)	(34)	(38)	(42)	(46)	(50)
(54)	(58)	(62)	(66)	(70)	(74)	(78)	

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DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

FIELD REPORT

F

J. LUDSICK — INTERN

Social Security No. 767 - 32 - 4429 (3–11)

School No. 1835 (13–16)

FRP (18)

Your SS Number (26)

Month	Day	Year	Activity	Module	Ins. Mod	Ach	Level	Comments
09	19	77	MCD	B01	II	A	. (44)	
09	19	77	MCD	B02	II	A	. (62)	
10	04	77	MCD	B03	II	A	. (80)	
11	11	77	MCD	B04	II	A	. (44)	
11	14	77	MCD	G07	II	A	. (62)	
11	21	77	MCD	D05	II	A	. (80)	
							. (44)	
							. (62)	
							.	
							. (44)	
							. (62)	
							. (80)	

REG=Registration
MSD=Mod-Start Date
COH=Helping Conf
CSD=Correct MSD
CCD=Correct MCD
CEC=Recom for Certif
CER=Recom for R. WK.
MCD=Mod-Comp. Date

A-U

01-99

GP=Group Preservice
GI=Group Inservice
IP=Indiv. Preservice
II=Indiv. Inservice

S=Simulation
A=Application

If MCD then all above must be Completed and ACH.=Application

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

COURSE START: C S (1 2)

Social Security No.: 767 - 32 - 4429 (3 – 6 – 8 – 11)

TYPE OF INTERN (12): 1
1=Vital Intern
2=Preservice
3=Student Teacher

Intern Name _____

Program	Course No.	Credits	Sem / Year	Comments
IE (16)	203	03	F / 77 (25)	
IE (27)	203	06	S / 78 (36)	
(38)			/ (47)	
			/ (58)	
(60)			/ (69)	
(71)			/ (80)	
(16)			/ (25)	
(27)			/ (36)	
(38)			/ (47)	
(49)			/ (58)	
(60)			/ (69)	
(71)			/ (80)	

AE=Adult Ed.
BE=Bus. Ed.
DE=Dist. Ed.
IE=Ind. Ed.
IA=Ind. Arts

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F=Fall
S=Spring
1=1st Summer
2=2nd Summer
3=3rd Summer

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

COURSE FINISH: C F (1 2)

Social Security No. 767 - 32 - 4429 (3 6 8 11)

Intern Name _____

Program (17)	Course No. (30)	Credits (43)	Course Transaction (56)	Grade (69)	Sem / Year (17 28)	Comments (30 41)
IE	203	03	I	A	F / 77	
					/	
					/	
					/	
					/	
					/	
					/	
					/	
					/	
					/	
					/	
					/	
					/	

AE=Adult Ed.
BE=Bus. Ed.
DE=Dist. Ed.
IE=Ind. Ed.
IA=Ind. Arts

001–999

01 TO 15

I = Inital Grade
C=Change Grade
D=Drop Course

(A-D)
P=Pass
F=Fail
R=Registered
I= Incomplete
W=Withdrawal

F=Fall
S=Spring
1=1st Summer
2=2nd Summer
3=3rd Summer

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LEVEL OF PERFORMANCE

Your forms must be completed exactly as the forms provided in the Model Answer. If you missed some points or have questions about any additional points, review the material in the information sheet and the reference manual or check with your resource person.

Optional Activity ⇨

You may wish to have your Resource Person provide you with additional case information and forms for you to continue your development.

LEARNING EXPERIENCE V

Enabling Objective		Given case study information, maintain an intern's/student's records in the VITAL-MIS.
Activity		You will be reading the information sheet, "Maintaining Records In The VITAL-MIS," pp. 67-68.
Activity		You will be reading Chapter Six of the VITAL Management Information System Manual.
Activity		You will be reading case study information on pp. 69-70, 76-78, and 79 and completing the necessary forms to maintain records in the VITAL-MIS.
Feedback		You will be evaluating your competency in maintaining records in the VITAL-MIS by comparing your responses with the Model Answers found on pp. 71-75, 78, and 80-83.

Activity For information regarding maintaining records in the VITAL-MIS, read the information sheet below.

MAINTAINING RECORDS IN THE VITAL-MIS

Having successfully entered and updated intern's/student's records in the VITAL-MIS, you can now routinely maintain these records. The following steps are recommended:

1. Meet with each intern/student on a weekly basis.
2. Regularly record all visits on an FR (Field Report) Form.
3. Complete and attach the Header Form to the batch data.
4. Submit the forms to Computer Operations.
5. Examine the computer output for inaccuracies.

It is recommended that the Resource Person establish a weekly schedule providing for the visitation of each intern/student at least once a week. This schedule should provide for sufficient time (one complete day each week) for contact with the university. In addition, a regular time, each day, should be established for the completion of the necessary forms (e.g., at the end of each day). For routine visits, FR (Field Report) Forms are the primary forms you will use. However, it may be necessary to use one or all of the previously discussed forms at some time during the semester.

At regular times, usually once each week, completed forms should be submitted to Computer Operations. Attached to each type of form (i.e., P, M, CS, CF, or FR) must be a completed Header Form. The Header Form must be the first sheet in the pack. Each pack should be secured by some type

of temporary fastener (e.g., paper clip or rubber band). Complete packs should be submitted to the Computer Operations contact person, usually a secretary.

Each pack of forms submitted to Computer Operations will be returned to you (usually one week following submittal). An Error Report may be attached to one or more of the packs. Error Reports are used to inform you of the errors the computer has detected in your forms. The Error Message, included on the report, will inform you as to the action necessary to correct the error. These errors should be corrected promptly. Any unnecessary delay could compound error correction procedures.

The final check of record accuracy is a very careful review of the computer output (e.g., Personnel Reports, Module Reports). This computer output is provided at pre-determined times during each semester. Any errors detected at that time should be corrected following the procedures detailed in the section update on intern's/student's records in the VITAL-MIS.

To routinely maintain records in the VITAL-MIS, it will be necessary for you to secure and maintain a supply of all the forms used (e.g., P, M, CS, CF, FR and Header Forms). For complete details regarding the completion of these forms, see the VITAL-MIS Manual; including Chapter 6.

Activity

The following case information represents the data gathered by you and describes your activity as a Resource Person. Review the information for each case, then complete the necessary forms. You are the Field Resource Person for each case. Use your VITAL-MIS Manual for reference.

Case I

Your contact with intern, Social Security 177-24-3220 a previously established file, was:

- on September 12, 1977 you registered for course I.E. 203 for 3 credits during group registration.
- on September 19, 1977 you discussed his module completion plans with him during lunch.
- on the same day he started module D1 and D5.
- you spent 45 minutes on September 20, 1977 discussing this intern's "free time" with his supervisor.
- on September 26, 1977 you visited the intern and discussed his module progress.
- on October 3, 1977 the intern completed module D1 and D5.
- on the same day he started the module Employ Oral Questioning Techniques.
- on October 10, 1977 you reviewed a video tape of one of his lessons.
- on the same day you discussed the intern's progress with his Resident Resource Person, Social Security Number 173-42-1170.
- on the same day you had a conference with the intern regarding his tape.

- on October 17, 1977 the intern started C 17.
- on October 24, 1977, the intern completed module C 12.
- on October 31, 1977 the intern started C 13.
- on November 7, 1977 the intern completed module C 17.
- on November 8, 1977 this intern was present at a group meeting you conducted regarding module C 13.
- on November 14, 1977, you reviewed a video tape showing the skill C 13.
- on the same day the intern completed module C 13 and started module E 5.
- on November 21, 1977, the intern started on E 6 and C 21.
- on the same day you reviewed his progress on E 5.
- on November 28, 1977, the intern completed modules E 5 and E 6.
- on December 5, 1977, the intern completed module C 21.
- since this date was the end of the semester, you determined that the intern completed the requirements for I.E. 203 for 3 credits and awarded a grade of A.

Activity Secure and complete the necessary forms to enter this activity into the VITAL-MIS.

Feedback

Compare your completed forms with the Model Forms that follow. A key explaining the correct completion of each form, precedes the Model Forms. Your forms must match exactly the Model Forms.

MODEL ANSWER (Case 1)

1. FR Forms, a CS Form and a CF Form are required for recording this activity.
2. These forms must be completed exactly as the completed forms that follow.

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

COURSE START: C S (1 2)

Social Security No.: 177 - 24 - 3220 (3, 6, 8, 11)

TYPE OF INTERN (12)
1=Vital Intern
2=Preservice
3=Student Teacher

Intern Name _____

Program	Course No.	Credits	Sem / Year	Comments
I E (16)	203	03	F / 77 (25)	
(27)			/ (36)	
(38)			/ (47)	
			/ (58)	
(60)			/ (69)	
(71)			/ (80)	
(16)			/ (25)	
(27)			/ (36)	
(38)			/ (47)	
(49)			/ (58)	
(60)			/ (69)	
(71)			/ (80)	

AE=Adult Ed.
BE=Bus. Ed.
DE=Dist. Ed.
IE=Ind. Ed.
IA=Ind. Arts

001–999

01 TO 15

F=Fall
S=Spring
1=1st Summer
2=2nd Summer
3=3rd Summer

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

FIELD REPORT

F

INTERN _____

FRP _____

Social Security No. 177 - 24 - 3220 (3–11)

School No. (13–16)

18 Your SS number 26

Month	Day	Year	Activity	Module	Ins. Mod	Ach	Level	Comments
09	12	77	REG		GI		. 44	
09	19	77	COH		II		. 62	
09	19	77	MSD	D01			. 80	
64								
09	19	77	MSD	D05			. 44	
28								
09	26	77	COH		II		. 62	
46								
10	03	77	MCD	D01	II	A	. 80	
64								
10	03	77	MCD	D05	II	A	. 44	
28								
10	03	77	MSD	C12			. 62	
46								
10	10	77	COH	C12	II	A	.	
64								
10	17	77	MSD	C17			. 44	
28								
10	24	77	MCD	C12	II	A	. 62	
46								
10	31	77	MSD	C13			. 80	
64								

REG=Registration
MSD=Mod-Start Date
COH=Helping Conf
CSD=Correct MSD
CCD=Correct MCD
CEC=Recom for Certif
CER=Recom for R. WK.
MCD=Mod-Comp. Date

A-U

01-99

GP=Group Preservice
GI=Group Inservice
IP=Indiv. Preservice
II=Indiv. Inservice

S=Simulation
A=Application

If MCD then all above must be Completed and ACH.=Application

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DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

FIELD REPORT

F (1)

INTERN _____ (3)

FRP _____ (18)

Social Security No. 177-24-3220 (3–11)

School No. ____ (13–16)

Your SS number (18–26)

Month	Day	Year	Activity	Module	Ins. Mod	Ach	Level	Comments
11	07	77	MCD	C17	II	A	. (44)	
11	08	77	COH	C13	GI	A	. (62)	
11	14	77	MCD	C13	II	A	. (80)	
11	14	77	MSD	E05			. (44)	
11	21	77	MSD	E06			. (62)	
11	21	77	MSD	C21			. (80)	
11	28	77	MCD	E05	II	A	. (44)	
11	28	77	MCD	E06	II	A	. (62)	
12	05	77	MCD	C21	II	A	. (80)	
							. (44)	
							. (62)	
							. (80)	

REG=Registration
MSD=Mod-Start Date
COH=Helping Conf
CSD=Correct MSD
CCD=Correct MCD
CEC=Recom for Certif
CER=Recom for R. WK.
MCD=Mod-Comp. Date

A-U

01-99

GP=Group Preservice
GI=Group Inservice
IP=Indiv. Preservice
II=Indiv. Inservice

S=Simulation
A=Application

If MCD then all above must be Completed and ACH.=Application

DEPARTMENT OF VOCATIONAL EDUCATION
TEMPLE UNIVERSITY-PHILADELPHIA, PA.

COURSE FINISH: C F (1 2)

Social Security No. 177 - 24 - 3220 (3 – 6 – 8 – 11)

Intern Name _____

Program	Course No.	Credits	Course Transaction	Grade	Sem / Year	Comments
I E (17)	203	03	I	A	F / 77 (28)	
(30)					/ (41)	
(43)					/ (54)	
(56)					/ (67)	
(69)					/ (80)	
(17)					/ (28)	
(30)					/ (41)	
(43)					/ (54)	
(56)					/ (67)	
(69)					/ (80)	
(17)					/ (28)	
(30)					/ (41)	
(43)					/ (54)	

AE=Adult Ed.
BE=Bus. Ed.
DE=Dist. Ed.
IE=Ind. Ed.
IA=Ind. Arts

001–999

01 TO 15

I =Inital Grade
C=Change Grade
D=Drop Course

(A-D)
P=Pass
F=Fail
R=Registered
I= Incomplete
W=Withdrawal

F=Fall
S=Spring
1=1st Summer
2=2nd Summer
3=3rd Summer

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Case II

You are presented with the attached error message.

Activity

Indicate the action you would take to correct each error. If it is necessary to complete a form, state which form.

02/14/77 VITAL MASTER FILE UPDATE DIAGNOSTICS FOR FRP NO. 166365015 SVV20-R1

INPUT RECORD FOR:	MESSAGE:	DISPO-SITION	POSSIBLE CORRECTION IF CORRECT SOC-SEC-NO. INPUT
Person No. 159380224 - Error:	Not initialized on VITAL file. Cs. record read.	SAVED	Submit initial P record
Intern No. 161264169 - Old Err:	F record for module E08 - Already completed 1076 attempted MCD on 1176.	REJECTED	Submit F record with CSD +/ or CCD (correct start +/ or compl dates)
Intern No. 188329777 - Warning:	CF record for IE 108 without CS record. Start date same as finish date.	UPDATED	Submit CS record
Person No. 191185118 - Old Err:	Not initialized on VITAL file. CF record read.	SAVED	Submit initial P record
Intern No. 203288402 - Old Err:	F record for module E08 - Already completed 1176 attempted MCD on 1276.	SAVED	Submit F record with CSD +/ or CCD (correct start +/ or compl dates)
Intern No. 203288402 - Old Err:	F record for module E09 - Already completed 1176 attempted MCD on 1276	SAVED	Submit F record with CSD +/ or CCD (correct start +/ or compl dates)
Intern No. 203288402 - Old Err:	F record for module C07 which is not in mod list	SAVED	Submit M record add
Intern No. 203288402 - Old Err:	F record for module C07 which is not in mod list	SAVED	Submit M record add

Feedback Compare your response with the response provided in the Model Answer. Your answer need not exactly duplicate the Model Answer. However, if a form is used you must have identified the same form.

MODEL ANSWER

Intern 159-38-0224 - submit an initial P Form.

Intern 161-26-4169 - determine the correct start and completion date for module E 08, then complete the necessary FR Form.

Intern 188-32-9777 - determine the correct start date for I.E. 108, then submit necessary CS Form.

Intern 191-18-5118 - submit an initial P Form.

Intern 203-28-8402 - determine the correct start and completion date for module E 08, then submit the necessary FR Form.

Intern 203-28-8402 - determine the correct start and completion date for module E 09, then submit the necessary FR Form.

Intern 203-28-8402 - determine if module C 07 should be in his module list, submit the necessary M Form.

Case III		Complete a Header Form to submit a batch of, one each, of the following forms to Computer Operations: P Forms, M Forms, and CF Forms.
Activity		Secure and complete the necessary forms to submit to Computer Operations this batch data.

Feedback Compare your completed forms with the forms provided in the Model Answer. Your form must match exactly the Model Forms.

MODEL ANSWER

1. Since you are submitting to Computer Operations three different types of forms, three separate Header Forms are required.
2. Your Header Form must be completed exactly as the Header Forms that follow.

HEADER FORM

Identification for VITAL Batch Submittal

Instructions:

1. Separate forms into batches of P, M, F, and C.
2. Fill out one header form for each set of P or M or F or C records, and attach to the front of that batch of forms.
3. If the batch of forms is F forms, the FRP soc-sec-no. may be left off the forms. Then for all those forms the FRP # will be picked up off this header form.

CONTROL

1 2 3

TYPE OF FORMS

11

P-PERSONNEL RECORD
M-MODULE RECORD
F-FIELD REPORT
C-COURSE RECORD

DATE

Month / Day / Year

12 13 / 14 15 / 16 17

Current Date

FRP SOCIAL SECURITY NO.

18 19 20 21 22 23 24 25 26

- Your SS number

YOUR NAME and COMMENTS (free form for identification)

27

HEADER FORM

Identification for VITAL Batch Submittal

Instructions:

1. Separate forms into batches of P, M, F, and C.
2. Fill out one header form for each set of P or M or F or C records, and attach to the front of that batch of forms.
3. If the batch of forms is F forms, the FRP soc-sec-no. may be left off the forms. Then for all those forms the FRP # will be picked up off this header form.

CONTROL

1 2 3

TYPE OF FORMS

m

11

P-PERSONNEL RECORD
M-MODULE RECORD
F-FIELD REPORT
C-COURSE RECORD

DATE

Month / Day / Year

12 13 / 14 15 / 16 17

Current Date

FRP SOCIAL SECURITY NO.

18 19 20 21 22 23 24 25 26

Your SS number

YOUR NAME and COMMENTS (free form for identification)

27

HEADER FORM

Identification for VITAL Batch Submittal

Instructions:

1. Separate forms into batches of P, M, F, and C.
2. Fill out one header form for each set of P or M or F or C records, and attach to the front of that batch of forms.
3. If the batch of forms is F forms, the FRP soc-sec-no. may be left off the forms. Then for all those forms the FRP # will be picked up off this header form.

CONTROL

1 2 3

TYPE OF FORMS

11

P-PERSONNEL RECORD
M-MODULE RECORD
F-FIELD REPORT
C-COURSE RECORD

DATE

Month / Day / Year

12 13 / 14 15 / 16 17

Current Date

FRP SOCIAL SECURITY NO.

18 19 20 21 22 23 24 25 26

- Your SS Number

YOUR NAME and COMMENTS (free form for identification)

27

100

LEVEL OF PERFORMANCE

Your forms must be completed exactly as the forms provided in the Model Answer. If you missed some points or have questions about any additional points, review the material in the Reference Manual or check with your Resource Person.

LEARNING EXPERIENCE VI

Terminal Objective

In an actual program situation, establish and maintain records in the VITAL Management Information System.

As you perform your duties as a Resource Person it will be necessary for you to enroll interns/students and maintain their records in the VITAL-MIS. This will include -

Activity

- conducting conferences with each intern/student.
- completing necessary forms.
- submitting completed forms to Computer Operations.
- correcting errors.
- updating records.

NOTE: - Due to the nature of this experience, you will need to have access to an actual school situation over an extended period of time (e.g., one semester).

As you complete each of the above activities, document your activities (in writing) for assessment purposes.

Your resource person may want you to submit your completed forms (e.g., corrected error messages and computer output).

Feedback

Your total competency will be assessed by your Resource Person using the Resource Person Assessment Form, pp. 87-89.

Based upon the criteria specified in this assessment instrument, your Resource Person will determine whether you are competent in establishing and maintaining student records in the VITAL-MIS.

RESOURCE PERSON ASSESSMENT FORM

Directions: Indicate the level of the Resource Person's accomplishment by placing an X in the appropriate box under the LEVEL OF PERFORMANCE heading. If, because of special circumstances a performance component was not applicable, or impossible to execute, place an X in the N/A box.

	LEVEL OF PERFORMANCE					
	N/A	NONE	POOR	FAIR	GOOD	EXCELLENT
To enter interns/students in the Vital Management Information System, the Resource Person:						
1. Conducted a conference with the intern/student to determine needs and interests.....						
2. Obtained the necessary forms:						
A. Personnel Form.....						
B. Module Form.....						
C. Course Start Form.....						
D. Header Form.....						
3. Completed the necessary forms.....						
4. Attached the Header Form to the batch data.....						
5. Submitted forms to Computer Operations.....						
6. Examined computer output data for inaccuracies.....						
To update data in the Vital Management Information System, the Resource Person:						

	LEVEL OF PERFORMANCE					
	N/A	NONE	POOR	FAIR	GOOD	EXCELLENT
1. Identified inaccurate data from a printout.....						
2. Conducted a conference to review the identified problem area(s).....						
3. Obtained the necessary forms to update the data:						
A. P Forms - Personnel Data.....						
B. M Forms - Module Program Data..						
C. CS Form - Course State Data....						
D. CF Form - Course Finish Data...						
E. FR Form - Intern Activity Data.						
F. Header Forms - Batch Submital..						
4. Completed only the necessary section or particular form where inaccurate data were identified.....						
5. Completed and attached Header Forms for each specific batch of data.....						
6. Submitted updated forms to Computer Operations.....						
7. Examined computer output data for inaccuracies.....						
To maintain records on interns using the Vital Management Information System, the Resource Person:						
1. Met with the intern/student on a weekly basis.....						
2. Recorded all visits on an FR (Field Report) Form.....						
3. Recorded data relative to each visit						
4. Completed Header Forms and attached to bacth data.....						
5. Submitted completed forms to Computer Operations on a regular basis.....						

	LEVEL OF PERFORMANCE					
	N/A	NONE	POOR	FAIR	GOOD	EXCELLENT
6. Established a daily activity contact report for interns served.....						
7. Examined computer output data for inaccuracies.....						

LEVEL OF PERFORMANCE

All items must receive a(n) N/A, GOOD, or EXCELLENT response. If any item receives a NONE, POOR, or FAIR response, the Resource Person and the supervising Resource Person should meet to determine what additional activities the Resource Person needs to complete in order to reach competency in the weak area(s).

ABOUT USING RESOURCE PERSON MODULES

ORGANIZATION

Each module is designed to help you gain competency in a particular skill area considered important to success when functioning as a Resource Person. A module is made up of a series of learning experiences, some providing background information, some providing practice experiences, and others combining these two functions. Completing these experiences should enable you to achieve the terminal objective in the final learning experience. The final experience in each module always requires you to demonstrate the skill when functioning in the role of the Resource Person.

PROCEDURES

Modules are designed to allow you to individualize your preparation program. You need to complete only those modules covering skills which you do not already possess. Similarly, you need not complete any learning experiences within a module if you already have the skill needed to complete it. Therefore, before taking any module you should carefully review (1) the introduction (2) the objectives listed (3) the overview preceeding each learning experience, and (4) the final experience. After comparing your present needs and competencies with the information you have read in these sections, you should be ready to make one of the following decisions:

That you do not have the competencies indicated and should complete the entire module.

That you are competent in one or more of the enabling objectives leading to the final learning experience, and thus can omit that (those) learning experience(s).

That you are already competent in this area and ready to complete the final learning experience in order to **Test Out**.

That the module is inappropriate to your needs at this time.

When you are ready to take the final learning experience and have the opportunity to function in the role of Resource Person, make the necessary arrangements with your Resource Person. If you do not complete the final experience successfully, meet with your Resource Person and arrange (1) to repeat the experience (2) complete (or review) previous sections of the module or other related activities suggested by your Resource Person before attempting to repeat the final experience.

TITLE OF MODULES IN RESOURCE PERSON SERIES

- Conduct A CBTE Orientation Program
- Register Learners For CBTE Programs
- Provide Administrative Services
- Establish And Maintain Records In The VITAL Management Information System
- Select Appropriate Modules
- Conduct An Observation Session
- Conduct A Helping Conference
- Assist Learners In Obtaining The Various Vocational Instructional Certificates Issued In Pennsylvania
- Facilitate A Council Of Educators' Review
- Evaluate A Product Or Process Type Teaching Performance
- Monitor The Progress Of A Resident Resource Person
- Conduct A Small Group Meeting
- Instruct Others To Set-Up And Operate A Video System

For information regarding the availability of these modules, contact-

VEIN
Vocational Education Resource Services
Stayer Research and Learning Center
Millersville State College
Millersville, PA 17551